

**OFFICE OF THE STATE COMPTROLLER (OSC)
ANTICIPATED JOB OPPORTUNITY
STAFF ATTORNEY 2
RETIREMENT SERVICES DIVISION – ADMINISTRATION UNIT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 55 Elm Street, Hartford, CT
Job Posting No: #800
Hours: Full Time (40 hrs/week)
Salary: \$77,057 (AR28) Starting Annual Salary
Closing Date: Monday, July 30, 2012 - **Application materials must be received by 5:00 p.m. by this date**

The Retirement Services Division – Administration Unit of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill one (1) **Staff Attorney 2** position. This position is accountable for independently performing a full range of tasks in the legal work of the agency.

General Experience: Two (2) years of experience in the practice of law. **Special Requirements:** 1.) Must be admitted to practice laws in the State of Connecticut; 2.) May be required to travel.

Examples of Duties: Responsible for providing advice and guidance to the Retirement Commission on Internal Revenue Code limitation, plan qualification and tax issues relating to the State Employees Retirement System (SERS); serves as staff liaison on Retirement Commission's Subcommittees as requested; provides guidance to interval investigator with regards to disability retirement benefits; drafts proposed legislation under the direction of the Retirement Services Division Director; conducts research and advise Retirement Services Division Director on matters pertaining to litigation, legislation, regulations and policy; prepares final decisions (declaratory rulings) of the Commission in contested cases upon request of the Commission; coordinates the work of "outside" or private counsel hired by the Retirement Commission; reviews and approves counsel billing; develops and maintains guidelines for pension division orders for both SERS and Municipal Employees Retirement System(MERS); prepares administrative record for Commission proceedings and Superior Court administrative appeals upon request of the Commission; assists the Office of the Attorney General and outside counsel in preparation for cases including but not limited to the drafting of pleadings or legal memoranda upon request of the Commission; manages all Freedom of Information requests related to the Retirement Commission and represent the Commission if necessary in from of the Freedom of Information Commission (FOIC), upon request of the Commission; drafts proposed regulations of the Retirement Commission and performs other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- **Working knowledge related to defined benefit retirement plans**
- **Knowledge relevant to Internal Revenue Services (IRS) regulations**
- **Knowledge of the legislative process**

Please Note: After completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 in the same agency, an incumbent will be moved to the Staff Attorney 3 classification (on the first pay period following the completion of the three (3) year requirement).

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional reference and an Application for Employment (CT-HR-12) (original **AND** one copy) (**Please indicate the job posting number on the application form**). **State employees must include copies of their last 3 service ratings** no later than the closing date at the top of this announcement to:

Grace Soares, HR Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106

OR

Fax to: 860-702-3324 (If faxing, only one application is necessary)

Email: grace.soares@po.state.ct.us

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE
WILL NOT BE CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.